

Tip: Seven guidelines for developing auditing policies and procedures

Healthcare Auditing Weekly - June 17, 2008

These seven guidelines will help you develop effective auditing policies and procedures.

Identify departmental processes – Enlist department managers to help you understand each area's processes

Consider the organization's auditing resources – Tailor your procedures according to the availability of your facility's auditing resources

Provide step-by-step guidance for starting the audit process – Provide a baseline audit for each area and adopt a rotating audit schedule

Spell out auditing logistics – For example, include how samples are selected, how to review the medical record and what information is audited.

Consider the information auditors need – Depending on the auditor's background, different reference materials and knowledge are required.

Make sure policies and procedures provide guidance for analyzing results – Use audit results to determine what to include in an action plan.

Require policies and procedures reevaluation – Require auditors to review the OIG Work Plan annually.

This tip is adapted from The Healthcare Auditor's Handbook. For more information about the book or to order your copy, visit [HCMarketplace](#).